

## REQUIRED APPLICATION MATERIALS— INFORMAL REVIEW

*Please provide the following items for the City of Mountain View to review.  
Incomplete application packages may not be accepted.*

**1. A COMPLETED APPLICATION FORM**

One copy of a completed, signed Application for Development Review, including the property owner's signature or letter from property owner authorizing agent signature.

**2. WRITTEN PROJECT DESCRIPTION—  
DESIGN INTENT NARRATIVE**

A summary of the project proposal should include such things as the project proposal, the design concept, the relation to existing conditions on and off the site and existing and proposed uses (hours of operation, number of employees and customers, if applicable). Also, discuss what the existing and proposed uses are and the purpose of the proposed changes, if applicable. A discussion of materials, colors and sustainable aspects and construction methods to be used is also required.

**3. PHOTOGRAPHIC DISPLAY**

Photographs showing the proposed project site and the relationship of the proposed project to adjacent buildings and to the neighborhood. Photographs are to be provided in color.

**4. PLANS/SKETCHES (BOUND AND FOLDED)**

**Plan Sets:**

☐ 3 ☐ 8 ☐ 11 ☐ 15 \_\_\_\_ copies of fully dimensioned plans, measuring 11" x 17".

☐ 3 ☐ 8 ☐ 11 ☐ 15 \_\_\_\_ copies of fully dimensioned plans, measuring 24" x 36".

Plan sets must show the following information:

**A. Vicinity Map**

- ☐ Small schematic map showing the location of the site within the City (1/2-mile radius)

- ☐ Small schematic map showing transit links and distance to node for TOD projects

**B. Project Information:** Provide the following project data on the cover sheet or the site plan in addition to submitting project statistics checklist:

- ☐ Zoning  
☐ APN  
☐ Lot Area  
☐ Site Coverage  
☐ Floor Area Ratio Calculation  
☐ Required Parking: Total and number of handicap spaces; bike parking  
☐ Residential Density, if applicable

**For residential projects only:**

- ☐ Common usable open space area (total area calculated and percentage of site area indicated)  
☐ Private usable open space area (total balcony and/or private patio areas)  
☐ Storage Areas

**C. Site Plan Sketches:** Show existing conditions and proposed changes:

- ☐ Scale and Graphic Scale  
☐ North arrow (orient all sheets in the same directions)  
☐ Dimensioned property lines  
☐ Any underlying lot lines

- ☐ Footprint of all buildings and structures on the site
- ☐ Location, configuration and setbacks for all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code
- ☐ Adjacent streets, buildings and uses
- ☐ Openings on adjacent buildings
- ☐ Parking area, driveways and sidewalks
- ☐ Zoning setback lines
- ☐ Site contours
- ☐ Trash and recycling enclosures (including proposed containers or related equipment). Please identify information on use and indicate interior dimensions of enclosures.
- ☐ Any easements or encumbrances across the property
- ☐ Creeks or waterways on or adjacent to the property—indicate "top of bank"
- ☐ Existing tree location, species, size, drip-line area, including trees located on neighboring property that overhang the project site
- ☐ Location, size, type and status of all existing trees designating Heritage trees

**D. Graphic Calculations:**

- ☐ Completed Zoning Ordinance Calculation Sheet (commercial/ industrial or residential)

**E. Neighborhood Context:** Show project in the context to its surrounding by providing:

- ☐ Streetscape elevations, photographs and/or section sketch showing the proposed project and adjacent properties on each side of the property, including street trees.
- ☐ Site plan showing the adjacent streets and buildings

**F. Building Study and Elevations Sketches:**

Show existing elevations with details/ conditions to remain and proposed changes:

- ☐ Sketches to convey proposed architectural character and massing
- ☐ Neighborhood context sketch with new building shown
- ☐ Elevations of all sides of the buildings (existing and/or proposed)
- ☐ Height limit
- ☐ Type, finish, material and color of all surfaces (conceptual)
- ☐ Solar Study: Show how various building exposures are designed to mitigate solar gain (west and south sides) or maximize light penetration into the building (north and east sides)

**G. Floor Plans:** Submit sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, required emergency exits, space usage, stairs, elevators, etc.

- ☐ Conceptual floor plans showing how floor area was calculated
- ☐ Dimensioned parking garage plans

**H. Schematic Landscape Plan:**

- ☐ Three copies of an arborist report for all Heritage trees (impacted by site development)
- ☐ Conceptual Statement of Design Intent: Written statement outlining the concept of the landscape design
- ☐ Trees and vegetation to be removed, retained and planted (please indicate which trees are Heritage trees)
- ☐ Show common usable open space and private open space dimensioned

**I. Parking Layout and Circulation:**

- ☐ Fully dimensioned parking plan and required number of vehicular and bicycle parking spaces

- ☐ Main points of entry and exit and traffic flow
- ☐ Vehicular and pedestrian circulation plan

J. **Colors and Materials:**

- ☐ Conceptual colored rendering showing accurately how color and materials will be placed on the building

5. Two copies of a **CURRENT PRELIMINARY TITLE REPORT** for projects that involve the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.

6. **SUSTAINABILITY CHECKLIST**

A completed LEED or Green Point checklist applicable to your project will be required.

7. **A completed ENVIRONMENTAL INFORMATION FORM.**

*Please note that staff may require additional information if deemed necessary.*